

## REGISTRATION INFORMATION

The Division of Child Care and Development of the Virginia Department of Social Services provides classes throughout the Commonwealth for child care providers. This catalog includes classes offered for the Spring 2008 training semester and includes the following:

- Classes for the Current Semester – including a pull-out calendar of classes by region
- Additional Educational Opportunities
- Professional Development Career Lattice

### Who Can Register for Classes

The training is open to child care providers from:

- licensed child day centers
- religiously exempt child day centers
- certified preschools
- Head Start programs
- licensed family day homes
- family day homes approved by a family day system
- voluntarily registered family day homes
- unregulated child care providers paid by local departments of social services

### How To Use the Catalog

- Review the catalog and select classes of interest.
- Use the fold-out of the Spring 2008 Calendar of Classes by Region to help locate classes in your area.
- Photocopy the Registration Form as needed and complete one per class.

### How To Register for Classes

- Complete one Registration Form per class. Multiple registrants may be listed on each form.
- Review the list of classes and fees per person listed on page 7 and enter the correct fee per person for each class on your check or money order.
- Attach a separate check or money order for each class made payable to: **TREASURER OF VIRGINIA.**  
*NOTE: Do not send one check that covers the cost of more than one training date or more than one location. It will be rejected and returned to you, delaying or preventing registration.*
- Make a copy of the Registration Form for your records before you mail it to the correct VISSTA office.
- Mail the Registration Form and check/money order to the VISSTA office handling the registration for the location selected. See the reverse side of the registration form for where to send registration forms and payment.  
*NOTE: Registration forms and payments must be received by VISSTA no later than one week prior to the class date. No late registration accepted.*
- You will be registered to attend the training and will receive a confirmation letter with directions to the training location if:
  1. space is available, and
  2. the Registration Form and check/money order are completed properly, sent to the correct VISSTA office, and received on time.
- If the class is filled or your registration arrives late, checks/money orders will be returned to you.
- **REFUNDS WILL NOT BE GIVEN.** However, if a class is cancelled by the Virginia Department of Social Services, a voucher will be given that can be used for any other VDSS classes offered in the future.
- A \$15 fee will be charged on checks returned for insufficient funds.

### Attending Classes

- Bring the confirmation letter to the class in order to be admitted and receive a certificate.
- **Do not attend the class unless you receive a confirmation letter.**
- If you have not received a confirmation letter at least one week prior to the class date, call the VISSTA office processing your registration.
- Walk-ins are NOT allowed. People who arrive at a class without pre-registering will be turned away.
- If you are unable to attend or send a substitute in your place, please call the VISSTA office handling your registration to cancel as soon as possible.
- **Be on time.** Review directions and a map in advance to avoid getting lost. Hours will be reduced on the training certificate if you arrive late or leave early.
- Children are NOT allowed at VDSS classes. Providers bringing children will be turned away.

**REGISTRATION FORM - COMPLETE AND RETURN ENTIRE FORM**

Enter only one class, one date/time and one class location on this registration form. For online information on classes, visit the following Web site:

<http://www.dss.virginia.gov/redirect/?83>.

NAME OF CLASS \_\_\_\_\_

CCD NUMBER \_\_\_\_\_

DATE OF CLASS \_\_\_\_\_ TIME \_\_\_\_\_

CLASS LOCATION \_\_\_\_\_

**IMPORTANT!**

- Register Immediately. Registration forms and payments must be received by VISSTA one week before the class – no late registration accepted.
- Complete one registration form per class (multiple registrants may be listed on form).
- Fees vary per class (see class information on page 7).
- Send a SEPARATE check for EACH CLASS (may cover fees for multiple registrants).
- Make check(s) payable to **Treasurer of Virginia**.
- Mail registration form(s) and payment(s) to VISSTA office handling registration for the class location you are planning to attend (see back of this page for addresses of VISSTA offices).
- Checks/money orders will be returned to you if the class is filled or your registration arrives late.

**YOUR EMPLOYMENT INFORMATION**

FACILITY NAME \_\_\_\_\_ DIRECTOR'S NAME \_\_\_\_\_

FACILITY TYPE CODE \_\_\_\_\_ OTHER (SPECIFY) \_\_\_\_\_  
(select one code from box below)

FACILITY ADDRESS \_\_\_\_\_ DAYTIME TELEPHONE ( ) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ FACILITY FAX NUMBER ( ) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**REGISTRANTS' INFORMATION**

**ALL INFORMATION IS REQUIRED. MISSING INFORMATION WILL DELAY OR PREVENT REGISTRATION.**

|    |            |    |           | DRIVER'S LICENSE<br>NUMBER<br>(if you do not drive,<br>please provide last 4 digits<br>of Social Security Number) | EDUCATION<br>LEVEL<br>(select one code<br>from box below) | AGE GROUPS<br>SERVED<br>(select one code<br>from box below) |
|----|------------|----|-----------|---|---|---|
| 1. | FIRST NAME | MI | LAST NAME |   |   |   |
| 2. | FIRST NAME | MI | LAST NAME |   |   |   |
| 3. | FIRST NAME | MI | LAST NAME |   |   |   |
| 4. | FIRST NAME | MI | LAST NAME |   |   |   |

YOU MAY COPY THIS FORM TO REGISTER ADDITIONAL PEOPLE.

**CODES**

| FACILITY TYPE  |  | EDUCATION LEVEL  |                                   | AGE GROUPS SERVED  |  |
|--|--|--|-----------------------------------|--|--|
| Select code for type of facility where you are employed. |  | Select code for highest level of education you have completed. |                                   | Select the <u>one</u> category that reflects the ages of the children you serve. |  |
| Codes  | Description of Codes                                 | Codes  | Description of Codes              | Codes  | Description of Codes                           |
| C  | Licensed Child Day Center                            | ND   | Attended high school (no diploma) | I  | Infants Only (Birth to 16 mo)                  |
| R  | Religiously Exempt Child Day Center                  | HS/GED   | High School Diploma/G.E.D.        | T  | Toddlers Only (16 mo up to 2 years)            |
| P  | Certified Preschool                                  | C  | Career Studies Certificate        | P  | Preschoolers Only (2 years up to 5 years)      |
| A  | Head Start Program                                   | 1 YR   | One-Year Certificate              | S  | School-Agers Only (5-12)                       |
| H  | Licensed Family Day Home                             | A  | Associate Degree                  | IT   | Infants & Toddlers                             |
| V  | Voluntarily Registered Family Day Home               | B  | Bachelor Degree                   | IP   | Infants & Preschoolers                         |
| U  | Unregulated Provider (paid by local DSS)             | M  | Master Degree                     | IS   | Infants & School-Agers                         |
| S  | Family Day Home Approved by a Family Day Home System | D  | Doctorate Degree                  | TP   | Toddlers & Preschoolers                        |
| O  | Other (Specify above)                                | O  | Other                             | TS   | Toddlers & School-Agers                        |
|  |  |  |                                   | PS   | Preschoolers & School-Agers                    |
|  |  |  |                                   | ITP  | Infants, Toddlers & Preschoolers               |
|  |  |  |                                   | ITS  | Infants, Toddlers & School-Agers               |
|  |  |  |                                   | IPS  | Infants, Preschoolers & School-Agers           |
|  |  |  |                                   | TPS  | Toddlers, Preschoolers & School-Agers          |
|  |  |  |                                   | ITPS   | Infants, Toddlers, Preschoolers & School-Agers |

## WHERE TO SEND REGISTRATION FORMS AND PAYMENT

NOTE: Sending your registration forms and payment to the wrong VISSTA office will delay or prevent registration.

### NORTHERN LOCATIONS

#### FOR CLASSES HELD IN:

Alexandria  
Chantilly  
Fairfax  
Fredericksburg  
Harrisonburg  
Manassas  
Springfield  
Weyers Cave

MAKE CHECKS PAYABLE TO: **TREASURER OF VIRGINIA**  
SEND FORMS AND CHECKS TO:

VISSTA, Child Care Training  
Fairfax Department of Family Services  
12011 Government Center Parkway, Suite 622  
Fairfax, Virginia 22035-1102  
703-324-7197

### CENTRAL LOCATIONS

#### FOR CLASSES HELD IN:

Charlottesville  
Chester  
Chesterfield  
Henrico  
Sandston

MAKE CHECKS PAYABLE TO: **TREASURER OF VIRGINIA**  
SEND FORMS AND CHECKS TO:

VISSTA, Child Care Training  
1604 Santa Rosa Road  
2nd Floor, Suite 232A  
Richmond, Virginia 23229-5008  
804-662-7470

### EASTERN LOCATIONS

#### FOR CLASSES HELD IN:

Hampton  
Newport News  
Virginia Beach  
Williamsburg

MAKE CHECKS PAYABLE TO: **TREASURER OF VIRGINIA**  
SEND FORMS AND CHECKS TO:

VISSTA, Child Care Training  
Hampton Department of Social Services  
1320 LaSalle Avenue  
Hampton, Virginia 23669-3801  
757-727-1880

### SOUTHWEST LOCATIONS

#### FOR CLASSES HELD IN:

Abingdon  
Wytheville

MAKE CHECKS PAYABLE TO: **TREASURER OF VIRGINIA**  
SEND FORMS AND CHECKS TO:

VISSTA, Child Care Training  
450 Commerce Drive, Suite 6  
Abingdon, Virginia 24211  
276-623-0134

### PIEDMONT LOCATIONS

#### FOR CLASSES HELD IN:

Danville  
Lynchburg  
Roanoke

MAKE CHECKS PAYABLE TO: **TREASURER OF VIRGINIA**  
SEND FORMS AND CHECKS TO:

VISSTA, Child Care Training  
210 First Street, SW, Suite 110  
Roanoke, Virginia 24011  
540-853-6380

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